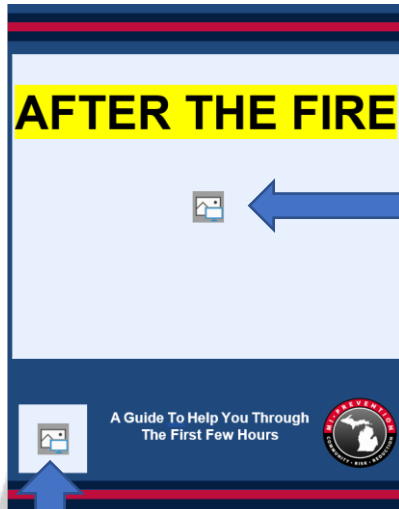


Fire Department Instruction Page

Thank you for using the “After The Fire” document to help your residents. Please follow the instructions below to help customize for your Fire Department.

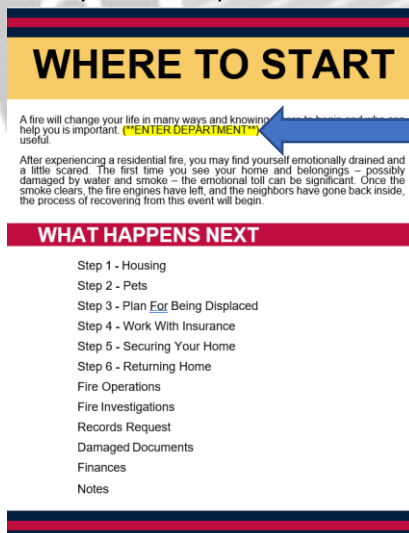
1. Click the picture boxes where the arrows are pointing and upload a fire department photo and your fire department logo to the document.



Click and upload a
Fire Department

Click and upload your
Fire Department logo

2. Enter your fire department name in the highlighted area.



Enter your Fire Department

WHAT HAPPENS NEXT

Step 1 - Housing
Step 2 - Pets
Step 3 - Plan For Being Displaced
Step 4 - Work With Insurance
Step 5 - Securing Your Home
Step 6 - Returning Home
Fire Operations
Fire Investigations
Records Request
Damaged Documents
Finances
Notes

3. Enter in phone numbers in the highlighted area. There is space under the “Resource” section if you want to add more resources for utilities, municipalities, or agencies.

AFTER THE FIRE

STEP 3 - PLAN FOR BEING DISPLACED

REMEMBER THE 6 P'S NEEDED FOR A TEMPORARY DISPLACEMENT:

- 1 **People and pets**
- 2 **Papers, phone numbers, and important documents**
- 3 **Prescriptions, medications, and eyeglasses**
- 4 **Pictures and irreplaceable memorabilia**
- 5 **Personal computers/tablets, USBs, phones, etc**
- 6 **Plastic (credit cards, ATM cards) and cash**

RESOURCES

Fire & Police Emergency	1-111	Electrical Company	ENTER#
Town/City Hall	ENTER#	Gas Company	ENTER#
Police (non-emergency)	ENTER#	Water Company	ENTER#
Fire Department (non-emergency)	ENTER#		
US Postal Office	ENTER#		
American Red Cross	ENTER#		

Enter in the phone numbers for the following municipalities and companies

4. Enter in the phone number for other assisting resources.

AFTER THE FIRE

STEP 4 - WORK WITH INSURANCE

IF YOU DO NOT HAVE INSURANCE:

If you are not insured, by contacting private organizations for aid and assistance. Rentals are not usually covered by their landlord's policy and renters are usually responsible for providing insurance coverage for their own personal belongings. Make sure to tell any door-to-door contractors that offer their services. Consider checks that they are licensed and insured and consider checking with the Motor Business Bureau before signing any contracts.

Renters insurance policies are available from most insurance companies. If you are a student renter and you are still considered a dependent, you may be covered by your parent's insurance policy.

Your recovery from a fire loss may be based upon your own resources and help from your community. If you are a member of a religious organization, reach out to your religious leaders as they may be able to provide some assistance.

ADDITIONAL RESOURCES

Religious Agency	1-800-541-4841
Michigan Department of Human Services	1-517-241-3740
Feeding America	ENTER#

NOTES:

Enter in the phone number for additional resources. (i.e., Foodbanks, housing centers, clothing centers)

5. Enter your Fire Department name in the “Fire Operations” section where the highlighted areas are. Under the “Records Request” section, enter where your residents may request fire records with a phone number.

AFTER THE FIRE

FIRE OPERATIONS

ENTER DEPARTMENT#

Care from our family to yours. An additional mission of all fire service is to save lives and protect property. Firefighting can be a messy job and **ENTER DEPT#** minimize damage where we can.

Checking for extension - Fire crews open up walls by removing the drywall to look for hidden fires. The concern for fires to be located in the wall space is very common way for fire to spread and fire crews want to make sure the fire is out to the best of their ability.

Ventilation - Fire crews want to get the smoke and heat out of the building. This is done for their safety and ability to do their job. To you, this may look like broken windows and possibly a hole in your roof. This is done in an effort to improve the air quality and visibility, but it also can create less smoke and heat damage in your home.

Smoke, Fire, Water Damage - Crews do their best to reduce the amount of damage caused by smoke, fire and water where we can. The reality is fire and smoke travels through the house, especially when doors are left open and can cause significant damage even before firefighters arrive. Fire crews work to minimize the damage as best as they can by using the water in calculated ways and sometimes they are able to use tarps to protect personal belongings.

When we are done and the fire is out, we work hard to leave your home in the best condition possible. It may not always look like that to you but we can assure you that we constantly strive to create the best possible outcome in a terrible and tragic situation.

RECORDS REQUEST

All requests for a copy of the incident report for your fire must be made in writing or by email. Requests may be mailed or hand-delivered to the front office at **ENTER ADMINISTRATION BUILDING/RECORDS OFFICE WITH PHONE #**

All requests must contain the following information:

- Date and time of incident
- Address of incident
- Full name of the property owner

Enter in your Fire Department's name in both highlighted fields.

Enter the administration or records building where a resident may request fire records with a phone number or email.

6. Enter your Fire Department name under “Fire Investigations” in the highlighted area. Enter the name of your city, town, township, or village under the “Fire Investigations” in the highlighted area. Enter your Fire Department’s public phone number in the highlighted area.

AFTER THE FIRE

FIRE INVESTIGATIONS

In accordance with Michigan statutes 29.4, **(“Enter Department”)** is authorized and responsible for investigating and determining the origin, cause, and circumstances of all fires that occur within the **(“Enter City/Town/Township”)**. Investigations may begin even before the fire has been completely extinguished.

Investigating a fire can be a laborious task that may require digging through debris, conducting numerous interviews, and thorough documentation of the scene. Fire investigators may contact you several times during the course of their investigation. When the investigation of the scene is complete, the investigator will attempt to notify the property owners and occupants. However, if you have questions or wish to speak to an investigator please call **(“ENTER DEPT”)** at **(“ENTER PHONE #”)**.

PLEASE NOTE:
Your insurance provider may not guarantee the level of service your insurance provider has any questions or concerns.

Enter your city, town, township, or village’s name that your fire department covers. If there are multiple areas, enter all of them.

Enter Fire Department’s public phone number.

Enter your Fire Department’s name.

7. Enter your city and county tax assessor’s information in the highlighted area.

AFTER THE FIRE

DOCUMENT REPLACEMENT CONTACT INFORMATION			
MI Birth and Death Certificates	1-866-443-9897	Military Papers	1-800-642-4838
MI Dept. of Motor Vehicles	1-888-767-6424	Social Security Administration	1-800-772-1213
Dept. Human Services	1-577-241-3740		

FINANCES

MONEY REPLACEMENT

Handle burned money as little as possible. Attempt to encase each bill or portion of a bill in plastic wrap for preservation. If at least half of the bill is intact you can take the remainder of the bill to your local Federal Reserve Bank for replacement. Your local bank may also provide replacements but if not they can provide information on how to obtain replacement bills. You can also contact the U.S. Treasury Department’s Multilisted Currency Division at 866-575-2361.

If your U.S. Savings Bonds have been mutilated or destroyed contact the:
Federal Reserve Bank
800-553-2663

Have the following information handy:

- Name that appears on the bonds
- Approximate date or time period when purchased, denominations and number of each.

KEEP PAYING YOUR MORTGAGE

Even if you have moved out of your home during repairs and you are paying to live elsewhere, you are still responsible for paying your mortgage. Many banks and mortgage companies will insist that you stay current on your mortgage while some may offer you a deferment. Do not count on a deferment and be prepared to continue making your regular payments.

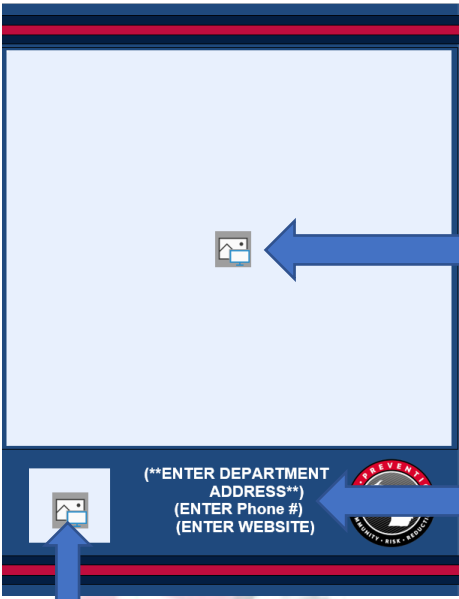
TAXES

Check with an accountant or the Internal Revenue Service about special benefits for people recovering from fire loss. Also seek professional advice and make sure to keep all your receipts.

TAX INFORMATION	
City Tax Assessor	ENTER #
County Assessor	ENTER #
Michigan Dept. of Revenue	517-636-6925
U.S. Internal Revenue Service (IRS)	
Individual	800-829-1040
Businesses	800-829-4933

Enter City and County Tax Assessor phone number.

8. This is the last page. You may add a picture, your logo, and add your Fire Department address, phone number, and website in the designated areas.



The screenshot shows a form with a large light blue area for a photo, a small icon for a logo, and a text field for contact information. A blue arrow points from the photo area to the instruction 'Click and upload Fire Department photo.' Another blue arrow points from the logo icon to the instruction 'Click and upload Fire Department logo.' A third blue arrow points from the text field to the instruction 'Enter Fire Department address, phone number, and website information.'

Click and upload Fire Department photo.

Click and upload Fire Department logo.

Enter Fire Department address, phone number, and website information.

(**ENTER DEPARTMENT ADDRESS**)
(ENTER Phone #)
(ENTER WEBSITE)

9. Click **Save** and **Print**.

For any questions, please contact either,

Kym Pashkowsky
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